



DEPARTMENT OF THE ARMY
UNITED STATES ARMY ACQUISITION SUPPORT CENTER
9900 BELVOIR ROAD, BUILDING 201, SUITE 101
FORT BELVOIR, VIRGINIA 22060-5567

SFAE

MEMORANDUM FOR RECORD

SUBJECT: Fiscal Year (FY) 2015 U.S. Army Reserve (USAR) 51C Non-commissioned Officer (NCO) Reclassification Board

1. The United States Army Acquisition Support Center (USAASC) Army Reserve Proponent will conduct a 51C NCO Reclassification Board which commences on 17 March 2015 and concludes on 27 March 2015. All USAR 51C NCO packets for reclassification consideration shall be submitted electronically to the below email address and MUST be received by 2359 hours on 8 March 2015. Please encrypt your email for security purposes.

usarmy.belvoir.usaasc.mbx.usaasc-usarfa51-mosboardcmf51@mail.mil

2. Board applicants should provide the best possible electronic versions/scans of your documents. Board members must be able to review your documents as clearly as possible. Group scan your documents into one file vs. individual scans of each document. Ensure all documents are scanned in the order of the checklist (see website for checklist) and are right-side up. If you must scan your documents individually, ensure all documents are right-side up and that EACH file is named with what the document is.

3. The reclassification packet must have your correct and current contact information. If the packet needs an additional document, a corrected format, or signature, a member of the USAASC staff will contact you either by the phone and/or email address provided. Because of the limited USAASC staff to review, consolidate and construct the reclassification packets, multiple attempts to correct a submitted reclassification packet are NOT possible.

4. In order to ensure the timely conduction of the USAR 51C NCO Reclassification Board, the below timeline applies:

a. **8 March 2015:** All USAR 51C NCO reclassification packets must be submitted to the email above NLT 2359 hours.

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b. **17 – 27 March 2015:** USAR 51C NCO Reclassification Board commences review of submitted reclassification packets.

c. **(TBD) May 2015:** USAR 51C NCO Reclassification Board results approved and released on the USAASC website.

5. The point of contact for this memorandum is LTC Johnnie Edmonds, commercial: 703-805-1239 or email: johnnie.e.edmonds.mil@mail.mil.